

Be it known to all who enter here that

CHRIST is the reason for this school.

He is the unseen but ever present teacher in its classes.
He is the model of its faculty and the inspiration of its students.

Annunciation School History

The story of Annunciation School begins with the founding of Annunciation Parish in 1931. Father Timothy J. Dugan, the parish's first pastor, is credited with starting the school. He bought a house, now the convent, to use for the first school. He arranged for the Dominican Sisters of Newburgh to teach at Annunciation. The principal, Sister Francis Rose, and one other sister taught all classes — kindergarten to third grade. A year later, Father Dugan bought the house next door for the upper grades. The first graduation was held in 1948 and was made up of 16 students — seven boys and nine girls.

Father Dugan started raising money to expand the much needed school building. Phase one of our present day school was finished in 1951 (at a cost of \$267,000). On March 23, 1952, the Westchester Avenue section of Annunciation School was dedicated by Francis Cardinal Spellman, who blessed each classroom.

As the Parish continued to grow, so did the school. By the early sixties, the basement church was converted into four classrooms. Since there were over 600 students (200 in the lower Church) and several grades had over 40 students, a new building was clearly needed. The parish began a building drive and raised \$500,000 to build a two story, 10 room wing. This project was completed by 1960 in time for Annunciation's 700 students.

Today, Annunciation has over 550 students and 30 Faculty and Staff members. Students are offered classes in art, physical education, Spanish, technology, library skills, and music, in addition to the core curriculum areas.

Annunciation School Philosophy

The primary purpose of Annunciation School is to teach students to embrace Jesus and all His teachings, to share His message with those they meet, and to enhance their lives through service to others.

The faculty strives to attain a high level of academic excellence commensurate with each student's intellectual ability.

It is our goal that students use their knowledge and love of God and of all creation to improve the communities in which they live with their kindness, honesty, fairness, self-discipline, and high level of Christian morality.

Academic Policies

Academic Expectations

Annunciation School expects students to perform to the best of their ability. Teachers evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher. Parents are encouraged to call and/or email teachers with questions and concerns. Parents will be notified via progress reports if a student is failing or in danger of failing the quarter.

Homework

Homework is an essential part of the instructional program and reinforces learning. It serves as a means for clarifying and reviewing material learned in class, for providing motivation and opportunity for individual growth, and for creating experiences of in-depth study and supplementary reading.

Approximate daily time allotments for homework (written and study) are as follows:

Grades PreK& K	approximately 15 minutes
Grades 1 & 2	approximately 30 minutes
Grades 3 & 4	approximately 45 minutes
Grades 5 & 6	approximately 90 minutes
Grades 7 & 8	approximately 120 minutes

Students are required to complete all homework. Teachers may require parents to sign the completed homework.

Grades and Grading

Report cards are distributed four times a year for Grades PreK to 8. The report card is a link between the school and the home.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student's achievement in academic subjects.

The academic achievement mark is based upon the demonstration of mastery of material covered in class such as:

1. class work
2. homework
3. daily quizzes
4. unit tests
5. comprehensive examinations
6. special projects

The June grade on the report card is an average of the four previous report card grades and a percentage of the mid-term and final exam grades. This grade will be recorded on the student's permanent record card.

Numerical marks are recorded on report cards for Grades 1 – 8 in major subject areas; letter grades are recorded on report cards for pre-kindergarten and kindergarten.

Passing is any mark 70% or above or any mark of D or higher.

Character Development

The conduct and effort marks placed under the Character Development section indicate that the student:

1. follows class and school rules
2. shows care in the use of personal property
3. treats teachers with respect
4. treats other students with respect
5. exercises self-control
6. listens attentively
7. uses technology appropriately

Report Card Distribution

Report cards are distributed in November, February, April, and June. Report cards will be withheld if financial obligations have not been met and fees are outstanding. Parents may be required to come in to school to pick up report cards. Teacher conferences are scheduled at report card time.

Report cards may not be given before the scheduled date of distribution. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the homeroom teacher a self-addressed stamped envelope and the report card will be mailed by the principal on the last day of school.

Honor Roll

Students in Grades 5 to 8 have the opportunity to earn recognition for their scholarly studies and conduct by being placed on the Honor Roll. The criteria for inclusion in the Honor Roll are as follows:

Grades 5 to 8	First Honors	Academic subjects 95% average with no grade less than 90%; Special subjects B or higher A or B for all conduct marks No more than three occurrences of lateness
Grades 5 to 8	Second Honors	Academic subjects 90% average with no grade less than 85%; Special subjects B or higher A or B for all conduct marks No more than three occurrences of lateness

Promotion/Retention

Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student indicates that the student has not made satisfactory progress. The decision to retain a student is made by the principal and teacher(s) after much thought, discussion, evaluation, and concern for the student's best interests.

Assessments

In addition to class and school exams your child will also take part in the Archdiocesan testing program which includes the Archdiocesan Religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time. The faculty of Annunciation School reviews these test results regularly for the purpose of promotion or retention in conjunction with classroom performance.

Standardized Tests

ITBS	Grades 1 to 8	October
CoGat	Grades 2, 4, 5, and 7	October

Archdiocesan Tests

Religion Test	Grades 3 to 8	June
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New York State Tests

English / Language Arts	Grades 4, 6, and 8	May
Math	Grades 4, 6, and 8	May
Science	Grades 4 and 8	May / June

Accidents

A student accident insurance fee is added to every child's re-registration fee. In the event of an accident at school you may obtain a claim form from the office. Please note that the school accident insurance usually is secondary to the parent's own medical insurance coverage.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love.

Thus, with discrimination so repugnant to their nature and mission, Catholic Schools in this Archdiocese do not discriminate on the basis of race, color, national and ethnic origin, and gender in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic elementary and secondary schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese or religious communities with the Archdiocese.

Applications for new families to the school will be available in February. The process for admission to Annunciation School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the application. There is a \$40 non-refundable application fee per child.

Annunciation School gives preference in admission to Catholic students whose parents are active members of the parish.

In accordance with New York State regulations, students will be admitted to pre-kindergarten if they will be four years old by the end of December, and to kindergarten if they will be five years old by the end of December, and to first grade if they will be six years old by the end of December.

AHERA

Annunciation School is in compliance with the **Asbestos Hazard Emergency Response Act (AHERA)**. An asbestos management plan, directed by the Archdiocesan Building Commission, is in effect and is available for review.

Announcements

Informational announcements are handled through the school P.A. All announcements must be written and brought to the office and approved by the principal.

Attendance

Daily attendance is very important for the growth of the student. Every moment spent in school is essential for this growth and development to take place. The school is not responsible for the safety of any child left unattended before 8:15 AM. When a child is absent, parents are required to phone the school by 9:30 AM. When the child returns to school, a completed absence note must be given to the teacher. This note should include the child's name, class, date of absence, reason for absence, and the signature of a parent. Without a signed note from the parent or guardian, the child will be marked illegally absent.

Excused Absence: A child is legally absent from school for the following reasons: sickness, sickness or death in the family, impassable roads or extreme weather. All other absences are unexcused.

Lateness: Lateness occurs when a child arrives after the 8:20 AM bell. A child should come to school even though he/she may be late. All occurrences of lateness are recorded and marked on the report card. Parents will be consulted about chronic lateness.

If the child is absent for five or more consecutive days, a doctor's note is required. Requests for missed classwork and homework to be picked up at the end of the day should be made in the morning with the phone call to report an absence. Requests cannot be guaranteed if made after 9:30 AM. Doctor or dental appointments should be scheduled for after school or on Saturdays. Family vacations should not be planned for those days when school is in session. The school provides families with an annual calendar to insure that this does not happen. If it is necessary for a child to be dismissed during the school day, the parent or adult chosen by the parent must come to the school for the child. The school must be informed ahead of time about such occurrences and who will be picking up the student.

Birthday Parties

Birthday parties for students may be held in each homeroom with the teacher's permission. Parents should notify the teacher in writing at least two days prior to the child's birthday. Parents may send juice and a baked good item such as cupcakes, cookies, or brownies. Favors, ice cream, candy, soda, or "goodie" bags for the students are not permitted. Invitations to parties and/or requests for group gifts are not permitted to be distributed in school.

Books

All books must be properly covered. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced, the school will bill the parents for the cost.

Assigned Textbooks

When a textbook is lent to a student on a semi-permanent basis, the New York State Department of Education requires that:

1. the student's name be placed in the space provided in each book;
2. the teacher make a record of the number of the book;
3. the teacher make a record of the condition of the book in September;
4. each child will put a clean cover on each textbook received;
5. in June, all textbooks are collected, and extra materials and covers are removed.

Library Books

Books may be borrowed for two weeks. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates. All lost library books must be paid for so that the school can purchase a replacement copy.

Buses

Busing is provided to students from their residence if they live at least 1.5 miles from the school. The public school district where the student resides provides this service. If a bus student is not taking the bus home at the end of the day, a note must be submitted to the office at the beginning of the school day. If an unexpected event occurs during the school day and the bus student will not ride the bus home, the parent must notify the school by 2:30 PM.

Students and parents should consider riding on the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

- Students should obey the driver at all times.
- Students should do nothing to cause annoyances or distraction to the driver, as this places the safety of all in danger.
- In cases of extreme or persistent misbehavior, Annunciation School will work in consultation with the public school district about possible consequences.

Change of Address

All phone numbers and addresses must be kept on file. This includes all emergency phone numbers. These numbers are kept on file in the office and are necessary for effective communication and in case of emergency. Any change of address or phone number must be reported to the class teacher and to the office immediately.

Child Abuse Laws

Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect. If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Class Assignments

Students are assigned to a homeroom after consultation between teachers and administration. All decisions regarding placement are made with the best interest of all students in mind and are final. Letters requesting preference for placement are not accepted.

Communication

Since, as parents, you are your child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange for this meeting outside class time at a mutually convenient time. The meeting should take place in the classroom or someplace that insures privacy, never in a hallway or on the street. For privacy purposes, please do not approach teachers at dismissal to discuss your child.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature. It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents, or peers. Always the sense of the sacred should prevail.

Crisis Plan

Should a crisis require evacuation from the Annunciation School building, students will be brought to a safe place where parents can meet them. Possible locations include: the lower or upper church, Schultz Field, or School 15.

For further information concerning the crisis, parents can refer to the following:

<i>Radio</i>	<i>On the Dial</i>	<i>On the Internet</i>
WFAS	1050 AM/103.9 FM	www.wfasam.com
<i>TV</i>	<i>Channel</i>	<i>On the Internet</i>
Cable	Channel 12	www.news12.com

Daily Schedule

The following schedule will be observed by Grades PreK to 8:

8:15 AM	Grades K to 8 Enter School
8:20 AM	Grades K to 8 School Begins
8:30 AM	PreK Begins
11:30 AM	Half Day PreK Dismissal
11:30 AM – 1:00PM	Lunch & Recess
2:30 PM	PreK Full Day Dismissal
2:40 PM	Grades K to 8 Dismissal

Before 8:15 AM and after 2:40 PM Annunciation School grounds are not supervised.

To avoid interruption during the school day, parents may not bring to school any forgotten items such as homework, books, etc. In addition, children are not permitted to call home during the school day to request that parents bring in any items. If a child forgets his/her lunch, parents may drop it off in the main office by 10:00 AM, but this should only be in rare cases. In addition, for safety reasons, students are not permitted to re-enter the school building at the end of the day for forgotten books, etc. They may also not leave after school clubs or extended day to go to their classrooms to retrieve items.

Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his/her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations. By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his /her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child.

Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified. It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, verbal abuse, signs of disrespect to a teacher or another adult on the staff, fighting, physical or sexual harassment of a fellow student, violent behavior, stealing, vandalism, or the possession of drugs, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school. Examples of disciplinary action include: lunch detention, suspension in school or at home, probation, or not being invited to re-register.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. Repeated violation of these rules and regulations may result in a more serious consequence. For more serious acts of misbehavior such as fighting, stealing, vandalism, disrespect to an adult in the building, and harassment, the student can be suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police may be summoned, and then the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his/her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to, stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet), knowingly bringing any materials of a hazardous or dangerous nature to school, and / or the prohibited use of personal electronic devices, including but not limited to, cell phones, cameras, camera-phones, PDAs and the like. Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Dress Code and Personal Appearance

School Uniform

Your school uniform confirms your attendance at Annunciation School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing your complete uniform, always remembering that by wearing it inside and outside the classroom and the school, you are representing the school and your behavior should be a credit to both yourself and the school community.

All school and gym uniforms must be purchased from ***Flynn and O'Hara*** uniform company. ***Flynn and O'Hara*** can be contacted via their website (www.flynnohara.com) or telephone (1-800-441-4122.)

The following are the school uniform requirements for this school year:

GIRLS

Grades 6-8 Plaid skirt, long or short sleeve white blouse, navy blue sweater vest with school logo, navy blue knee socks or tights, and mandatory black penny loafers or oxford shoes.
Skirts are not permitted to be more than one inch above the knee.

Grades K-5 Plaid jumper, long or short sleeve yellow blouse, criss-cross tie, navy blue knee socks or tights and mandatory black penny loafers or Mary Jane shoes.
Jumpers are not permitted to be more than one inch above the knee.

BOYS

Grades 6-8 Grey pants, long or short sleeve white dress shirt, navy blue blazer, striped tie, navy blue or black socks, mandatory black penny loafers or oxford shoes, and a belt.

Grades K-5 Navy blue pants, long or short sleeve yellow dress shirt, plaid school tie, navy blue or black socks, and mandatory black penny loafers or oxford shoes. Belt mandatory for Grades 3 to 8.

The school cardigan and fleece jackets are the only sweaters that may be worn in school. Peds / athletic socks are not permitted. When boots are worn to school, shoes must be carried to school and worn during the day.

Gym Uniform

Currently, students may wear gym uniforms and sneakers to school on gym days. This policy will be reviewed and is subject to change. Students should not wear gym uniforms to school on days of school masses or paraliturgies. Students should wear their school uniforms to school on days of school masses and paraliturgies and bring their gym uniforms to school or wear them underneath their school uniforms.

Grey tee-shirts and navy blue shorts are worn during warmer months. Sweatsuits (Grades K to 4) and jogsuits (Grades 5 to 8) are worn during winter months. Please check the school calendar for the starting and ending dates for the gym uniforms.

For safety reasons, no jewelry can be worn on gym days. This includes pierced earrings, which can be very dangerous in an active gym class.

Personal Appearance

Simplicity should mark the grooming of all students. Therefore, the following rules apply:

- Students should follow a good, personal hygiene routine.
- Complete uniforms must be worn at all times, must be clean, and must fit well.
- Excessive jewelry/hair accessories/bracelets are not permitted.
- Girls are permitted to wear only one pair of dime-sized earrings on their earlobes. Large, oversized, or hanging earrings are not permitted
- Make-up, nail polish, acrylic nails, nail wraps, and adornments are not permitted. Girls who choose to have their nails professionally done for a special event are required to remove the nail polish before returning to school.
- Boys are not permitted to wear earrings.
- Hair should be neat at all times. Hair dyeing, frosting, highlighting, and bleaching are not permitted.
- Boys' hair must be well groomed. It should be no longer than the top of the collar of their shirts. Bangs must be above eyebrows. "Shaved," "razor," or "mushroom" cuts are not allowed. Trendy haircuts are not permitted.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which the children are exposed, Annunciation School will follow the policy as stated below:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The principal will verify teacher observation and will notify parents, the police may be called, and parents must pick up the child immediately.
- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the principal if the child is to continue in the school.
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that ceremony, party, dance, or school outing. Parents will be notified and appropriate action will be taken which may include suspension or expulsion from the school.

Electronic Devices

Cell phones, and any other personal electronic devices, if brought to school, must be kept in students' backpacks in the turned-off position. Students may not text, video, record, or make or receive phone calls from any electronic device during the school day. Violations of this policy will result in disciplinary action and such devices will be taken away and returned only to the parents. Annunciation School is not responsible for electronic devices that are lost by students.

Emergency Closings and Delayed Openings

Annunciation School may open or close due to weather conditions independent of the Yonkers public school system, so it is very important to check the school website and voicemail system. In case of severe weather conditions, please do not call the convent or the rectory. The school cannot be responsible for any student who arrives at school on a day that school is canceled, or for any student who arrives before the scheduled time of a delayed opening. Please note that the final decision as to whether or not to send your child to school on a day of severe weather conditions is left up to you. If a weather emergency occurs after school has begun, parents are asked to pick up their child/ren. Unless written or oral permission is granted, students cannot be released to adults other than their parents and/or guardians.

Expectations and Responsibilities for Students

Students attend Annunciation School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- try to do their best work at all times.
- treat all members of the school community (i.e., administrators, teachers, staff, priests, parents, and students) with respect. This includes respecting the work of others by not cheating.
- obey all school rules and regulations, including those forbidding the use of drugs, alcohol, cigarettes, or disruptive behavior.
- develop personal standards of conduct that reflect Christian morals and behavior, and refrain from use of inappropriate language, verbal threats, and inappropriate behavior, including gestures, writing, and dress.
- observe the school dress code.
- help care for school property and keep the school free from damage and defacement.

Faculty Meetings

Faculty meetings are scheduled on select Fridays of each month. Please refer to the school calendar for updates. On these days, all students will be dismissed at 12:00 PM, except for half day PreK students who will follow their regularly scheduled dismissal time of 11:30 AM.

Field Trips

Field trips must serve an educational purpose and their value should be an integral part of the school's instructional program. They broaden the students' overall educational experiences. Participation in field trips is a privilege, not a right, for students. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Field trips are left up to the discretion of the teacher and are designed by the teacher to correlate with teaching units and to achieve curricular goals. The number and type of field trips may vary by each grade level. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Permission slips are due in the office 48 hours before the day of the trip. Students may not participate in a field trip without the permission slip being signed and on file in the school.

Financial Policies

The school's expectation at the time of registration is that all tuition and fees will be paid on time. Problems or difficulties involving finances must be addressed with the Pastor.

Tuition

Tuition is due on the first day of each month. Tuition is an annual fee paid in 12 monthly installments, by check or money order only. All new students, even those with siblings in the school, must enroll in the school's automatic tuition deduction plan.

2011-2012 Tuition Schedule: Grade PreK

Three Full Days	\$ 3,120.00
Five Half Days	\$ 4,150.00
Five Full Days	\$ 5,200.00

2011-2012 Tuition Schedule: Grades K to 8

	Parishioners*	Non-Parishioners
1 Child	\$ 4,870.00	\$ 6,670.00
2 Children	\$ 8,680.00	\$ 11,890.00
3 Children	\$ 10,970.00	\$ 15,030.00
4 Children	\$ 12,320.00	\$ 16,880.00
5 Children	\$ 13,920.00	\$ 19,070.00

***Parishioners** are defined as parents and children who are active, registered members of Annunciation parish, attend Sunday Mass, and contribute to the support of the parish. In order for a family to qualify for the parishioner's tuition rate, parents must contribute a minimum of \$750.00 per year to the church collection.

Fund Raising Activities

Your participation in ongoing religious, educational, and volunteer programs of our school is vital to our school and to our children. We thank you for your cooperation and support.

Candy Sale

Each family must participate in the annual fall candy sale by selling a minimum of one box of candy.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Teachers will direct the students.

Harassment Policies

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited.

Annunciation School provides a safe environment for all. Verbal, written, or Internet threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including suspension or expulsion. Harassment of any type is not tolerated. The administration investigates all complaints of harassment. Students involved in harassing behavior are subject to suspension or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the administration immediately.

HIV / AIDS Curriculum

The Archdiocese of New York and the New York State Education Department mandate that all schools are to give age-appropriate instruction on HIV and AIDS to all students in Grades K – 12. The Archdiocesan schools use an HIV / AIDS Handbook developed and approved by the Catholic Bishops of New York.

Schools under the authority of the Office of Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive with a documented history of biting or harming others.

Illness

If a child has a chronic illness such as asthma or a condition that warrants frequent use of the bathroom, it is the parent's responsibility to notify the school and classroom teacher in writing in September, or at the time of diagnosis, so that the school is aware of the condition. All communicable diseases must be reported to the principal.

Immunizations

New York State Immunization Requirements for School Entrance and Attendance

New York State (exclusive of New York City)

Pre-K, Nursery, Daycare	3 Diphtheria, 3 Polio, 1 Measles, 1 Rubella, 3 Hib (or 1 Hib if administered > 15 months of age) and 3 Hepatitis B for children born on or after 01/01/95; DSS licensed daycare centers also require Tetanus and Pertussis vaccinations
K – 12 (born before 1985)	3 Diphtheria, 3 Polio, 1 Measles, 1 Mumps, 1 Rubella
K – 12 (born on or after 01/01/85)	3 Diphtheria, 3 Polio, 2 Measles, 1 Mumps, 1 Rubella and 3 Hepatitis B for children born on or after 01/01/93

New York State Department of Health, Bureau of Communicable Disease Control - Immunization Program, ESP, Corning Tower, Room 649, Albany, NY 12237 (518) 473-4437

Varicella Vaccine Required

Immunization against varicella (chickenpox) is now required by law. In 1999, Public Health Law Section 2164 was amended to require the following children to be immunized against varicella:

- all children born on or after January 1, 1998 who are entering kindergarten in September 2003.
- Children born on or after January 1, 2000 who are enrolled in any school.

The administration of varicella vaccine is not recommended for children under the age of one.

Information on varicella vaccine was not required to be entered on the immunization survey form until September 2001.

Lateness

Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving after 8:20 AM is considered late. If late, the student may be admitted to class only with a late pass, obtainable from the main office. Upon the fourth lateness, a student's ability to be on the Honor Roll may be affected. Repeated lateness could impede the student's re-registration for the following school year.

Liturgies, Paraliturgies, and Prayer Services

All students in Grades K to 8 will attend Mass on the first Friday of each month and at other times as indicated in the school calendar. Respectful participation of every child is required at school liturgies, paraliturgies, and prayer services.

Lunch and Recess

To maintain order and safety in the cafeteria, the following guidelines are in place:

- Respect and obedience are to be shown at all times to those who work in the lunchroom.
- Each student will be assigned a seat and is expected to remain in it until dismissed.
- All students must refrain from running, pushing, shoving, etc.
- Students must use their “inside voices.”
- Use of dining manners and etiquette is required. Students must remember to say “please,” “thank you,” and “may I” to all people who work in the cafeteria.
- It is the responsibility of each individual student to keep his/her area clean, discarding trash appropriately.
- Students may order hot lunch through the daily menu, and payment is due each day in exact change or by check made payable to Annunciation School.
- McDonald’s, Burger King, or any other fast food lunches are not permitted to be brought into the cafeteria.

In good weather, the children go to the play yard for recess. In inclement weather, the students will have recess in their classrooms. To maintain a sense of structure and safety for all children on the play yard, the following guidelines are in place:

- Students must follow the rules and regulations set forth by the adult supervisors.
- Balls may be thrown, avoiding others’ heads, but may not be kicked or hit against the walls of the school building.
- All forms of physical aggression are prohibited.
- At the conclusion of all recess times, students are to gather their belongings and line up quietly.

Mathematics 9 / Integrated Algebra

Students who meet and maintain the established criteria are candidates for Integrated Algebra. There is a \$100 fee for the course. The course of study followed in Integrated Algebra is prescribed by the Archdiocese of New York. Classes meet each day that Annunciation School is in session. Classes begin promptly at 7:15AM and end at 8:00AM. When class is dismissed, the students report to their lines in the schoolyard. Students are never permitted to leave the school grounds.

Students must maintain regular attendance. Students entering class after 7:15AM are late. Students will be asked to withdraw from the course because of excessive lateness.

The Archdiocesan Final Examination in the course is administered in June.

Medications

If a student needs any kind of medication during the school day, the medication is to be brought to the school nurse and kept there. A written statement from the parent or guardian requesting administration of the medication in school as ordered by the licensed prescriber is required.

Medication must be presented in a properly labeled container. Prescription medication must be in the original container. On the prescription medication the pharmacy label should display:

- student name
- name and phone number of the pharmacy
- licensed prescriber name
- date and number of refills
- name of the medication and dosage
- frequency of administration

Medication should not be transported daily to and from school. Parents should be advised to ask the pharmacist for two containers – one for home and one for school.

The school may receive a written request from a parent or physician to permit a student to carry and self administer his or her own medication. Under certain circumstances, it may be necessary to do so. Such a decision will be made on a case-by-case basis and will reflect the age and maturity of the child.

Factors include:

- severity of health care problem, particularly asthmatic or allergic conditions;
- prescriber order directing the student be allowed to carry his/her medication;
- written statement from parent requesting compliance with prescriber order;
- student has been instructed in the procedure for self administration and can assume this responsibility;
- parent contact is made to clarify parental responsibility in monitoring the child on an ongoing basis to insure the child is carrying and taking the medication as ordered.

Office Hours

The school office open from 8:30 – 9:30 AM and 2:45 – 3:30 PM each day for parent questions and concerns. We ask that you be considerate of these hours because of the size of the school and busyness of the main office.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- assisting their child in his/her academic and moral development by carefully reviewing classwork test results, progress reports, and report cards; supervising home study, and reinforcing school policies.
- explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- seeing that the dress code, including gym uniform, is enforced.
- insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- making all tuition and fee payments on time, and participating in fund-raising activities.
- providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in video games, movies, song lyrics, and/or the Internet.
- teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- arranging for a time and place for their child to complete homework assignments. Students are responsible for completing their own homework.
- working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- attending parent teacher conferences and Home School Association meetings.

- by always interacting in a respectful manner when speaking with or about the administration, teachers, and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

It is expected, when parents are present at school events and on the school premises that they will act and speak in an appropriate manner. If behavior is witnessed that is deemed inappropriate by administration and the pastor, the student's enrollment is placed in jeopardy and upon further consideration the family may be asked to withdraw from the school immediately. At such time no monies will be reimbursed.

Parent Organizations

A Home School Association provides an effective channel of communication between parents and teachers for the benefit of the students and the whole community. Its main purposes are:

- to create mutual support and understanding between home and school, and thus bring about a total learning environment for students;
- to provide a means for keeping parents informed of school activities, programs, parent volunteer requirements, etc.
- to assist the school in meeting its financial obligations, primarily through fund-raising activities;
- to provide adult education programs.

Philosophy and Goals

Annunciation School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the three objectives of personal spirituality, social justice, and a strong academic program in accord with Christian values. This commitment extends to building Christian community and to fostering Christian service to the whole human family.

Promotion/Retention Policy

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the program's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, sometimes indicate that some students would benefit from the repetition of the school year. Therefore, the decision to retain a student presupposes that although the school has done everything to help the student achieve success, the student has not made satisfactory progress. The decision of the principal is final regarding promotion and retention.

Re-registration

Re-registration for current families of students in Grades PreK to 7 will generally take place in January. At this time, families may request applications for admission for siblings. The non-refundable re-registration fee is \$100 per family. Applications for new families to the school will be available in February. There is a \$40 application fee per child. All new students applying for admission must provide a completed application, supporting documents, and must be interviewed with the principal, by appointment. Any families who register new students must either pay tuition in full or sign up for the automatic monthly electronic payment.

Release of Students (During School Day)

In the event of a student illness, the parent or an adult designated by the parent must come to the school and take the child home. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. The school has a sign-out book located in the main office. When a student is released to a parent, guardian, or approved adult, that adult must sign the book. When the student is released for a prearranged appointment, the parent, guardian, or approved adult must sign the book.

School Calendar

The school calendar is located on the school website. Please check the website periodically for revisions and additions to the calendar.

The dates for Parent Workshops and Sacramental Preparation Programs for Parents are published in a separate book by the Director of Religious Education.

School's Right to Amend

Annunciation School reserves the right to amend this handbook at any time. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, Annunciation School strongly enforces its policy of requiring all visitors, even parents, to report to the office. No student is allowed to open any door to allow people to enter the building. To avoid interruption of the learning process, no one may enter a classroom without the permission of the administration.

Sex Offender Policy

This notice is to remind you of the importance of taking steps to keep your child safe when he or she is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Young students should be escorted to and from school.
- Older children should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department, notification under the New York State Sex Offender Registration Act, that a registered sex offender has moved into the region where our school is located. Copies of all notifications we receive will be kept accessible to parents in the principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at: <http://www.criminaljustice.state.ny.us> - or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

Special Learning Needs

Students with learning differences are children of God and members of the Church. Annunciation School makes every effort to meet individual student needs. Sometimes, however, a student may have needs that do not permit him or her to benefit fully from the program. In those cases your child's teacher and/or the principal may schedule a meeting with you to discuss having an evaluation of your child's learning needs. Such evaluations can be done through the local public school district, i.e., Committees on Special Education (CSE's), or privately. Once the results of the evaluation are available, the teacher and/or principal will meet with the parents to discuss the results of the evaluation and the recommendations.

Summer School

Students who fail major subject areas for the year are required to attend summer school. Summer school also may be recommended due to poor performance on standardized tests or in the classroom.

In June, a list of available summer schools in the Archdiocese will be available upon request.

The summer school report card must be submitted to the office in September. Failure to attend summer school, if mandatory, will result in retention. It is the parent's responsibility to provide documentation that summer school has been successfully completed. In cases in which tutoring is allowed for the remediation, it must be undertaken by a qualified teacher.

Telecommunications Policy

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the family handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.

6. Students must sign the Family Handbook contract indicating their understanding and acceptance of the school's guidelines.
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school.

Standards of Behavior

- Be courteous and respectful in your messages to others. Proofread your message before you send it.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that e-mail and instant messages are not guaranteed to be private. People who operate the system do have access to all messages. Those related to or in support of illegal activities may be reported to the authorities.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make-authorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab, or near school computers.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.

- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc.,) are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Use of School Grounds

Supervision of students is not available before 8:15 AM and after 2:40 PM.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.

**Archdiocese of New York
Catholic Schools
Summary Statement**

Once students have met the necessary admission requirements and have been accepted in Annunciation School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Annunciation School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Annunciation School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Annunciation School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Annunciation School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances, or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Annunciation School agree to and accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to

the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the "Discipline Codes" section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

School Directory

465 Westchester Avenue
Crestwood, NY 10707
Telephone: (914) 337-8760
Fax: (914) 337-8878
www.school.annunciationcrestwood.com

All faculty and staff may be reached via email. The school email address system follows the pattern of firstinitiallastname@annunciationcrestwood.com. For example, John Smith's email address would be: jsmith@annunciationcrestwood.com.

Pastor	Rev. Msgr. Dennis Keane	
Principal	Mrs. Maureen Noonan	
Asst. Principal	Ms. Erin McHale	
Secretary	Mrs. JoAnn McNamara	
Grade 8A	Mrs. Muriel O'Neill	Social Studies 7 & 8
Grade 8B	Mrs. Mary Ellen Elliott	English / Language Arts 7 & 8
Grade 7A	Mrs. Lorraine Russo	Math 7 & 8, Integrated Algebra
Grade 7B	Mrs. Michele Loughery	Science 7 & 8
Grade 6A	Mrs. Barbara McVey	Social Studies & Reading
Grade 6B	Mrs. Diane Dentini	Math & Science
Grade 5A	Ms. Carolyn Gronowski	Math & Social Studies
Grade 5B	Mrs. Melissa Hollywood	Science & Reading
Grade 4A	Mrs. Nora Parisi	
Grade 4B	Mrs. Joanna Napolitano	
Grade 3A	Mrs. Adrienne Brazier	
Grade 3B	Mr. Lou Capozzi	
Grade 2A	Mrs. Kathleen Power	
Grade 2B	Sr. Kathleen Reilly	
Grade 1A	Sr. Theresa Dadabo	
Grade 1B	Ms. Tina Secchiano	

Kindergarten	Mrs. Mary Cutter
PreK-A	Mrs. Janice Zeitler
PreK-B	Mrs. Joanna Cucuzza
PreK-C	
Art	Mrs. Joyce Schelle
Library	Mrs. Roseanne Colasacco
Music	Mr. Daniel Leguizamon
Nurse	Mrs. Evelyn Cosgrove
Physical Ed.	Mr. Donald Lucas
Spanish 3-8	Mrs. Josephine Brosnahan
Spanish K-2	Mrs. Maria Nunez
Technology	Mrs. Fabiola Pacitto
Teacher Assistants	Mrs. Dorian Barry Mrs. Maria Nunez Mrs. Maureen Schutte Ms. Margaret Summerfield
Maintenance Staff	Mr. Spencer Diaz Mr. Tim Nagle Deacon Guy Pellegrini Mr. John Vielandi